

CLASS TITLE: PROGRAM COORDINATOR, TASC/DWI

Class Code: 02820900

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible, on a statewide basis, for the planning, direction, coordination, and supervision of a subordinate staff engaged in providing drug/alcohol treatment referral and monitoring the treatment progress of offenders and to make evaluations thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to established standards, policies, rules, and regulations.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of a subordinate staff in the administration of TASC/DWI program services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible, on a statewide basis, for the planning, direction, coordination, and supervision of a subordinate staff engaged in providing drug/alcohol treatment referral and monitoring the treatment progress of offenders and to make evaluations thereon.

To be responsible for coordinating the clinical assessment process and to consult with subordinates to resolve difficult situations.

To serve in a liaison capacity with the various state departments and agencies in the coordination of client placement, identification, and treatment monitoring and evaluation.

To develop and utilize available community resources to meet general and specific needs of clients assigned to substance abuse programs.

To assist in the development and evaluation of departmental policy as it relates to substance abuse treatment programs.

To be responsible for providing information and technical assistance concerning the national TASC/DWI treatment concept and to introduce new treatment programs and concepts as appropriate.

To be responsible for the preparation of reports and recommendations concerning various areas of substance abuse and its treatment programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of a drug/alcohol treatment network and the various modalities of treatment available and the ability to apply such knowledge in the planning, direction, coordination and supervision of a substance abuse program; a thorough knowledge of community resources and the ability to utilize them effectively in the administration of a drug/alcohol treatment referral and monitoring program; a thorough knowledge of the various provisions of federal and state laws involving substance abuse services; a working knowledge of the criminal justice system relating to drug/alcohol treatment programs; the ability to plan, direct, supervise and review the work of a subordinate staff engaged in providing a program of drug/alcohol treatment referral and monitoring services and to evaluate the effectiveness of such services; the ability to evaluate the policies and procedures of a statewide substance abuse treatment program; the ability to establish and maintain effective working relationships with superiors, associates, other public and private agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in social services; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory or administrative position in a social service, criminal justice or substance abuse program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

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